

	<p style="text-align: center;">A G E N D A SALISBURY PLANNING BOARD</p> <p>October 10, 2006 4:00 p.m.</p> <p style="text-align: center;">CITY HALL City Council Chambers 217 SOUTH MAIN STREET</p>
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I. CALL MEETING TO ORDER

II. WELCOME GUESTS AND VISITORS

III. INVOCATION

IV. APPROVAL OF MINUTES

- Minutes of September 26, 2006

V. NEW BUSINESS

A. Zoning Map Amendment

- Explanation of procedure
- Staff Presentation
- Courtesy Hearing
- Board discussion
- Statement of Consistency and Motion

1. Z-10-06

Mike Moore, petitioner

Various Addresses along Jake Alexander Boulevard South

From: R-6

To: B-1

TM&P(s): 065-066,065C242,071-145,071-146,071-203,065G078 thru
086,065G088,069-119,069-119A,069-122,069-123,069-183,071-
044,071-136 thru 139,071-141 thru 144

B. Group Development

- Staff Presentation
- Courtesy Hearing
- Board Discussion
- Motion

1. G-19-06

Gerry Wood Honda

414 Jake Alexander Boulevard South

TM&P: 060-181

Zoning: M-1

VI. COMMITTEES

A. Report

1. Committee 1–Sidewalk Prioritization Plan Committee

VII. OTHER BOARD BUSINESS

A. Chairman

B. Other Board members

C. Staff

VIII. ADJOURN

**** Please call Diana Moghrabi at 704-638-5240 if you cannot attend meeting. ****

Order of agenda items is subject to change at the request of the Chairman and approval by the Board.

RE: Guidelines for processing a new employee

The following information is provided in response to your request regarding the processing of new employees.

1. When a vacancy occurs a ***Personnel Requisition Form*** needs to be completed and forwarded to the Personnel Analyst (Renay Caldwell).
2. Following the selection of a candidate and a conditional job offer, the candidate picks up a ***Drug Testing/Physical Form*** from Human Resources and goes to ProMed.
3. The Personnel Analyst (Renay Caldwell) notifies the Department of the results of the Drug Test/Physical.
4. The Department completes the ***Personnel Transaction Form*** and sends it to the Human Resources Department along with the ***original application*** (if you are still holding it) **on the Friday prior to the employee reporting to work.**
5. The Employee completes an I-9 Form on his/her first day of work. This should be done in the Department by designated staff.
6. The Department makes an appointment with the Benefits Analyst (Karen Ingram) to enroll the new employee in various benefits and complete payroll information. (This is usually done weekly on **Tuesday afternoon at 2:00 p.m.**)
 1. The Department notifies the new employee of the appointment time and instructs him/her to take the following items or information with him/her to the Human Resources Department.
 - An original social security card (metal reproductions are not acceptable)
 - A list of the names, addresses, birthdates and social security numbers of those dependents the employee wishes to include on their medical insurance
 - A list of the names, addresses and birthdates of those individuals the employee wants to name as beneficiaries on their retirement and life insurance
 - A voided check from the financial institution where the employee would like their check deposited.

The department sends an electronic request to Information Technologies to authorize an Identification Card for the employee. Human Resources will take a photo of the new employee and send it via email to Information Technologies. IT will issue the ID card to the department.

If you have any questions, comments or suggestions regarding this procedure please feel free to call the Human Resources Department.

Thank you for your assistance with this process.



Community Appearance Commission

Minutes

September 6, 2006

The regular meeting of the Salisbury Community Appearance Commission was called to order Wednesday, September 6, 2006, at 4 p.m. by Barbara Perry, Chair, in the Council Chamber, 217 South Main Street, Salisbury, North Carolina. The following members were present and absent:

Present: Greta Connor, Suzette Davis, Judy Kandl, Barbara Lawther, Chad Morgan, Barbara Perry, Sara Robinson, Bill Safrit, and Tom Wolpert

Absent: Cindee Bridges and Johnny Safrit

Staff: Brian Moore, Lynn Raker, Benita Staples, and Diana Moghrabi

Barbara Perry, Chair, called the meeting to order. The minutes of the August meeting were approved with the acknowledgement that the meeting adjourned at 6 p.m. The financial report was approved as submitted.

GUEST SPEAKER

Brian Moore, Solid Waste Supervisor for the City of Salisbury, spoke about the City of Salisbury's recycling program. Team members Tony Cinquemani, Lynn Hillard, Doug Paris, Jr. and Karen Wilkinson, as well as Lori Swaim of Rowan County's program, will work toward the goal to maximize recycling. Materials were distributed to highlight the education of children, the marketing strategy, and instructions on how to recycle.

- The number of distribution sites for the recycling bins has increased; NC DENR is being approached for funding of the bins.
- Various character costumes ("Can Man" and "Dottie the Bottle Lady") are borrowed from other cities to promote recycling. Judy Kandl thought it would be good to have the characters visit the schools. Suzette Davis said that environmental science clubs would enjoy the characters.
- Media coverage includes Access 16, and radio Public Service Announcements (PSA) on WSTP and WSAT.
- Green bottles are not recyclable; however, magazines, rinsed plastic jugs, aluminum cans, and all other glass materials are.
- Catawba College students will be participating.
- Livingstone College has a program, too.

Other cities have interesting ways to encourage recycling. Some cities scan the bins and offer discounts on services to those who recycle. Some cities fine residents who do not recycle or if recyclable items are found in their trash. Tom Wolpert said that Boston has a children's museum that accepts large quantities of materials from companies (like elastic, foil, buttons, computer parts, and stationery) and art teachers gather these materials for reuse.

Newspapers can be placed outside in the rain. The biggest problem regarding contamination is food.

GOALS AND HIGHLIGHTS

Lynn Raker made a Power Point presentation that demonstrated appearance improvements in the past year. The Innes Street Gateway has been greatly improved over the past five or six years. Billboards have gone away, near the interstate power lines have been moved to the rear of the buildings, the new bridge was built, medians have been installed, and decorative lights have been installed. Landscaping will soon follow. The Freedman's Cemetery project and the Mosaic Mural on Depot Street were completed in the past year. There is currently a proposed plan to improve Fisher Street. The History and Art Trail is well under way.

Lynn also reviewed the CAC budget for this year.

MSD Grant program (\$25,000).....	\$22,000 granted
Innes Street Grant program	\$25,000 granted
Speaker/ public educational program (\$3,500)	\$1,384 granted
Ongoing Programs (\$1,600)	\$1,200 granted
Downtown trash receptacles and benches	\$15,000 denied
Downtown receptacles	\$10,000 denied
Salisbury History and Art Trail	\$20,000 granted
Neighborhood entrance signs	\$5,000 granted
East Innes Railroad Bridge medians receptacles.....	\$2,500 denied

COMMITTEE REPORTS

Art in Public Places

- A draft of a brochure has been created for the History and Art Trail.
- Artist Bill Culbertson, the artist for the Gateway project, visited Salisbury again. He met with the Public Art Committee and NC DOT.

Neighborhoods & Education Committee

- The regular committee had a meeting but only Greta and Lynn met.
- The Neighborhood Leadership Alliance Housing Subcommittee is going strong.
- Lynn has put the neighborhood signage out for bid.
- A Web site will be created to consolidate information addressing housing.

Landscaping

1. **Landscape of the Month:** 307 Wiley Avenue will be the September residential winner. Barbara Lawther stated that the owner does not have a listed phone number so she has written a letter. The commercial winner is Robert Crum Art Studio & Gallery, 116 E. Council St. Residential winners will receive \$25 gift certificates at biennial Awards Program. We will replace LOM signs over winter (following current award season.)
2. **DSI Holiday Decorations Committee:** CAC Landscape Committee does not want to decorate planters at square. They would prefer for City's Landscape Division (instead of Landscape Committee) to put the lights on trees at RR Bridge.
3. **Downtown Storefront Holiday Decoration Award** – We will continue the award program, with judging immediately after Thanksgiving. Lynn will contact Randy Hemann's office to make sure notice is included in next DSI newsletter. We will have nice posters made for winners to place in windows. Same award categories as last year: Best Historic Display, Best Display for Children, and Best Overall Holiday Display.

Municipal Service District (MSD) and Innes Street Improvement Grants (ISG)

There will be a committee meeting Friday, September 15, at noon to review the current applications.

Judy Kandl recommended a discussion about the receipt of grant funds and the subsequent improvements lasting more than one year. The Kress building had received a grant and then the awnings that were installed were promptly removed after the sale of the building. The money could be returned to the fund.

OLD BUSINESS

- The CAC will need to follow up on the rehabilitation of the Dixonville Cemetery headstones. Tom Wolpert is very interested in getting the community involved. Barbara Perry will talk to Betty Dan Spencer and Greta Connor to schedule a meeting with stakeholders before the regular CAC meeting in November. (Sandra Russell, Emily Perry, Fred Evans, Mildred Graham, Mitchell Funeral Home, and Fannie Kelsey)

- The Loft Tour is on hold until the spring.

OTHER BUSINESS

- Chad Morgan asked about the signage on the interior windows of downtown businesses that are unpleasant. The windows of several of the beauty supply stores have continually been a concern. Lynn suggested writing the businesses a note.
- Chad also had concerns about an insinuation that a police officer made that one citizen was responsible for the police not being able to take action against landlords behind City Hall because he or she would not sign a petition. The CAC would like clarification on this because often citizens do not want to sign petitions in fear of retaliation. Greta agreed that police officers do make citizens uncomfortable about reporting their neighbors. Barbara Perry said that the police chief told Habitat for Humanity that if that happens to call him.
- Lynn Raker told the CAC about the car dealership that requested more balloons and signs at a recent council meeting. The CAC has spent a great deal of time on the matter. This will be revisited after the new Land Development Ordinance is adopted.
- Lynn addressed the issue of pylon signs near the Interstate. They are allowed within a 1000-foot radius of the interstate, and Cracker Barrel will have one.
- Sara Robinson suggested that an arrow sign be installed in front of the Starbucks exit to Innes Street because she has seen drivers head down the wrong side of the median into oncoming traffic.
- The Fall Spruce Up is October 2–6.

Being no further business the meeting adjourned at 5 p.m. The next regular CAC meeting will be October 4, 2006.

DM